



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

3, Institutional Area, Lodhi Road, New Delhi 110003

Tender Notice

ICMAI/2022/NCC-2022/Catering

Date: 1st May 2022

Date of Invitation: May 1st, 2022

Date of Closure: 15:00 hours on May 9, 2022

The Institute of Cost Accountants of India is organizing its 60th National Cost Convention 2022 on 27th and 28th May 2022. In this connection sealed quotations are invited from reputed Caterers of Lucknow for providing food during the two days event scheduled to be held at **Indira Gandhi Pratishthan, Lucknow**. Only caterers, who have prior experience of covering such large scale events or caterers empaneled with Indira Gandhi Pratishthan, Lucknow may send quotation.

Interested caterers may send their quote for providing food during the two days event in a sealed envelope mentioning "Quotation for 60th NCC 2022 Catering Service" to be dropped in the tender box on **Ground Floor, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi - 110003** on the following specifications latest by **15:00 hours on Monday, May 9, 2022**.

The scope of work is as follows:

S. No.	Item	Date
1.	Morning Tea with Snacks (as per the specifications appearing below this table)	27th & 28th May 2022 For 500 pax or For 700 pax
2.	Lunch Including 50 Lunch Packets for Honorable Chief Minister / VVIP Escort team (as per the specifications appearing below this table)	27th & 28th May 2022 For 500 pax or For 700 pax
3.	Evening Tea with Snacks (as per the specifications appearing below this table)	27th May 2022 For 500 pax or For 700 pax



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

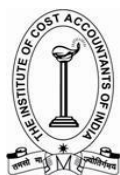
3, Institutional Area, Lodhi Road, New Delhi 110003

Catering requirements

Event: 60th National Cost Convention 2022

Venue: Indira Gandhi Pratishthan, Lucknow

S. No.	Head	Items	
27th May 2022			
1	Morning Tea with Snacks 1100 – 1130 Hours	<ul style="list-style-type: none">• Coleslaw Sandwich• Veg. Cutlet• Dhokla• Samosa• Aloo Patties	<ul style="list-style-type: none">• Mini Pastry (Butterscotch)• Tea / Coffee• Mineral Water 250 ml Bottle
2	Lunch 1300 – 1400 Hours	<p>Soup</p> <ul style="list-style-type: none">• Tomato Coriander <p>Main Course - Veg</p> <ul style="list-style-type: none">• Paneer Lababdar• Cheese Kofta in Shahi Gravy• Stuffed Vegetable on Tawa• Veg. Jalfrezi• Arhar Dal Tadka• Peas Pulao• Achar/Papad <p>Main Course – Non Veg</p> <ul style="list-style-type: none">• Chicken Curry• Rogan Josh <p>Green Salad</p> <ul style="list-style-type: none">• (Cucumber, Radish, Carrot, Onion, Tomato, Green Chilly & Lemon)• Sprouted Salad• Italian Salad• Kachumber Salad	<p>Yoghurt</p> <ul style="list-style-type: none">• (Pineapple Raita) <p>Breads</p> <ul style="list-style-type: none">• Baby Naan• Butter Naan• Tandoori Roti• Lachha Paratha• Missi Roti• Kachori <p>Dessert</p> <ul style="list-style-type: none">• Malai Paan• Stick Kulfi• Ice-Cream - Kesar Pista <p>Mineral water – 250 ml Bottles</p>
3	Evening Tea with Snacks 1530 – 1600 hours	<ul style="list-style-type: none">• Cookies• Bread Idly• Mini Pastry (Chocolate)	<ul style="list-style-type: none">• Tea / Coffee• Drinking Water - 250 ml Bottle



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

3, Institutional Area, Lodhi Road, New Delhi 110003

28 th May 2022			
4	Morning Tea with Snacks 1030 – 1100 Hours	<ul style="list-style-type: none">• Grilled Sandwich• Sandwich Dhokla• Bread Idli• Potli Samosa• Paneer Fritter	<ul style="list-style-type: none">• Muffins• Tea / Coffee• Mineral Water 250 ml Bottle
5	Lunch 1400 Hours onwards	<p>Soup</p> <ul style="list-style-type: none">• Veg. Sweet Corn Soup <p>Main Course - Veg</p> <ul style="list-style-type: none">• Kadhai Paneer• Cheese Kofta in Palak Gravy• Mixed Veg.• Veg. Taka Tak• Dal Sultani• Jeera Rice• Achar/Papad <p>Main Course – Non Veg</p> <ul style="list-style-type: none">• Butter Chicken• Mutton Curry <p>Green Salad</p> <ul style="list-style-type: none">• (Cucumber, Radish, Carrot, Onion, Tomato, Green Chilly & Lemon)• Sprouted Salad• Italian Salad	<ul style="list-style-type: none">• Kachumber Salad <p>Yoghurt</p> <ul style="list-style-type: none">• Dahi Vada <p>Breads</p> <ul style="list-style-type: none">• Baby Naan• Butter Naan• Tandoori Roti• Lachha Paratha• Missi Roti• Kachori <p>Dessert</p> <ul style="list-style-type: none">• Rajbhog• Kesar Kulfi• Ice-Cream – Butterscotch <p>Mineral water – 250 ml Bottles</p>

Terms and Conditions

1. The bids to be submitted only in the format provided (Part A and Part B) duly signed by the bidder with all required attachments in sealed envelope, super scribed “**Quotation for NCC 2022 Catering Service**”.
2. The Bidder shall submit the Tender Documents duly signed and stamped on each page of Tender in token of his acceptance along with his bid.
3. The L1 party will be selected in the basis of the evaluation of the Technical and Financial Bids. The bids which are rejected in the technical evaluation process will not be considered for Financial Bid evaluation process.

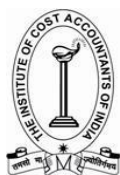


THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

3, Institutional Area, Lodhi Road, New Delhi 110003

4. The Institute reserves the right to reject or partially accept any or all of the bids received, without assigning any reason.
5. Purchase order will be communicated to the selected caterer by email.
6. Taxes shall be paid as applicable and quoted by the caterer.
7. Payment will be made within 15 days against the invoice subject to satisfactory performance.
8. The committee reserves the right to reject any/ all quotations without assigning any reason there for.
9. Selected caterer will share details of the manpower engaged for the event in advance.
10. Selected caterer shall include cost of transportation and / or any other logistics cost in the financial bid.
11. The Institute would not be liable to pay any extra cost to the selected caterer.
12. The caterer shall indemnify, defend and hold harmless the Institute from and against any and all liability, including all loss, damage, cost, expense or otherwise which shall be incurred by the Institute by reason of any default on the part of the caterer in execution of work.
13. The vendor shall be responsible for taking all the permissions, NOCs and necessary approvals from the concerned authorities with regard to providing catering services during the event.
14. **The number of pax may vary (+/- 10%) at the time of placing the order.**
15. For any query/clarification, please contact the Convener at 011-24666109 during the validity time for receipt of quotations.
16. The caterer shall arrange own pandals necessary for cooking and other activities related to catering services.
17. Caterer shall provide adequate approved good quality crockery and cutlery and table cloth, mats etc. of superior quality in the kitchen and dining halls. Utensils for serving warm food shall also be provided by the Agency.
18. The Caterer shall deploy chef and adequate catering staff, trained and well experienced to ensure timely, efficient and prompt service. The caterer shall provide trained manpower services in the dining hall and VIP Lounge.
19. The waiters/serving staff shall be well dressed, presentable, well-mannered and trained. Adequate sets of uniform shall be provided by the caterer so that they can present themselves neat and clean daily.
20. The caterer shall arrange for such of those special equipment and apparatus if any required for cooking etc in the Cafeteria and Kitchen at its own cost.
21. The caterer shall ensure that staff deployed in catering services is not suffering from any infection or communicable diseases and **is following the Covid-19 protocol**. The staff should wear caps & gloves at the work place. Smoking, eating or chewing of tobacco/zarda/gutka etc. and spitting is strictly prohibited.



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

3, Institutional Area, Lodhi Road, New Delhi 110003

22. The eatables served by the caterer to the Guests shall be completely hygienic, free from any sort of adulteration or spurious ingredients etc.
23. All vegetables, fruits etc. used shall be fresh and shall not be rotten or overripe. The Agency shall be responsible for their hygiene and safety. Milk and milk products such as curd, yoghurt, cheese etc. shall be of good quality and should be prepared and served fresh. All the items being used shall be stored properly and used much before the expiry date. Maintain hygienic conditions in cooking/pantry area & dining/serving areas.

The quotation should be in the following format:

Part A: Technical Bid:

S.No.	Details Requested	Provide Details
1.	Name of the Company/ Caterer	
2.	Year of Incorporation/ Establishment (attach proof)	
3.	PAN No (attach proof)	
4.	GSTN (attach proof)	
5.	Empaneled with Indira Gandhi Pratishthan, Lucknow (attach proof)	(Yes / No)
6.	Complete Address (with Phone, Mobile, Email)	
7.	Turnover of the following three years (In Rs Lakh) duly certified by Chartered Accountant: 2018-19 2019-20 2020-21	
8.	At least 3 Similar Work done for Govt/ PSU / University / Institute (attach proof)	
9.	RTGS / Online Bank Details	

Declaration of the Caterer / Vendor

This is to certify that I/We before signing this submission have read and fully understood all the terms and conditions contained in this tender document and undertake myself/ourselves to abide by them.

Date:

Signature of Authorized Person

Place:

Full Name

Company's Seal



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

3, Institutional Area, Lodhi Road, New Delhi 110003

Part B: Financial Bid

S. No.	Item	Rate per pax		Tax %
		500 pax	700 pax	
1.	Morning Tea with Snacks on 27th and 28th May 2022 (as per specification)			
2.	Lunch including 50 Lunch Packets for Chief Minister / VVIP Escort team on 27th and 28th May 2022 (as per specification)			
3.	Evening Tea with Snacks on 27th May 2022 (as per specification)			
4	Any other cost or expense to be incurred in this regard			
	Total Cost			

Date:

Place:

Signature of Authorized Person

Full Name

Company's Seal